

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: CLERK II -
Institutional Parole Mail Room Courier

SALARY GROUP: A07

DEPARTMENT: Board of Pardons and Paroles

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Timothy McDonnell DATE: 09/05/2014

POSITION #: 064073

I. JOB SUMMARY

Performs routine clerical work. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents; and maintaining files. Work under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Organizes, transports, and distributes mail.
- B. Makes arrangements for maintenance and repair of vehicles; and maintains mileage logs and other records.
- C. Receives shipments and supplies; inspects for damage; checks for correct quality and quantity; delivers to appropriate location; and maintains related documents and files.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Clerical, secretarial, administrative support, or technical program support experience preferred.
- 3. Valid Texas Class C Driver's License.

Must maintain valid license(s) for continued employment in position.

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B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill to communicate ideas and instructions clearly and concisely.
4. Skill to prepare and maintain accurate records, files, and reports.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, dolly, telephone, and automobile.